



AmeriCorps*State Program

Request for Applications

Project Period 2015-2016

State of Illinois
Illinois Department of Public Health
Office of Preparedness & Response
Fiscal Year 2016



Table of Contents

PART I:

A. Date of Issuance.....	4
B. Issuing Organizational Unit.....	4
C. RFA Availability.....	4
D. Bidders’ Conferences.....	4
E. Proposal Submission.....	5
F. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM).....	6
G. Submission Content Page Limits.....	6
H. Other Submission Requirements.....	7
(Evaluation; Labor Union Concurrence; Indirect Cost Rate Approval Letter; Delinquent of Federal Debt; Audit)	
I. Eligible Applicants.....	8
J. Questions and Answers.....	10
K. Award Notification.....	10
L. Review Panel.....	10
M. Post-Submission Presentation to the Commission.....	11
N. Project/Award Period.....	11
O. Withdrawal Disclaimer.....	11
P. Modifications to Proposals by Applicants.....	11
Q. Modifications to Proposals by IDPH.....	11
R. Clarifications, Negotiations, or Discussions Initiated by IDPH.....	11
S. Late Proposals/Responses.....	12
T. Objections.....	12
U. Public Information.....	12
V. Grant Agreement.....	13
W. Payment Method.....	13
X. Reporting.....	13
Y. Source of Funds.....	13
Z. Amounts of Grants and Restrictions.....	13
AA. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.....	13
BB. Training and Technical Assistance.....	13
CC. Additional Information.....	14



DD. Background Checks.....	14
EE. Child Abuse/Neglect Reporting Mandate.....	14
FF. Hiring and Employment Policy.....	14
GG. Inclusion of People with Disabilities.....	14
HH. Program Participation.....	15
II. Education Awards.....	15
<u>PART II:</u>	16
A. Serve Illinois: A History and Overview.....	16
B. About AmeriCorps.....	16
C. Corporation Focus Areas and Commission Priorities.....	17
D. Regulations.....	19
E. Application Due Date.....	19
F. Tips for Using eGrants.....	20
G. Application Instructions for eGrants	20

PART I

A. Date of Issuance

October 15, 2015

B. Issuing Organizational Unit

Illinois Department of Public Health (IDPH)
Serve Illinois Commission on Volunteerism & Community Service
Office of Preparedness & Response
Division of Disaster Planning & Readiness
422 South 5th Street, 1st Floor
Springfield, IL 62701

Contact Person:

Scott McFarland, Executive Director
Serve Illinois Commission on Volunteerism & Community Service
422 South 5th Street, 1st Floor
Springfield, IL 62701
217-524-2243
Scott.McFarland@illinois.gov

C. RFA Availability

Copies of this RFA may be downloaded from Serve Illinois website at www.Serve.Illinois.gov.

D. Bidders' Conferences

Bidders' Conference information is listed below. Applicants are **required** to attend one of the scheduled webinars during one of the designated time. Proposals will not be considered from applicants that did not attend one of the four webinars listed below. Anyone requiring an interpreter, or other special accommodation(s), should notify the Department's contact person as listed above under the heading, "Contact Person."

Webinar 1

October 21st – 10am – 12pm

Webinar 2

October 22nd – 2pm – 4pm

Webinar 3

October 31st – 2pm – 4pm

Webinar 4

November 5th – 10am – 12pm

To connect to a webinar go to

<https://connect17.uc.att.com/stateofil/meet/?ExEventID=84037150212&CT=M>.

Call in: 888-494-4032 Passcode: 4037150212#

Questions and responses will be addressed at the Bidder's Conferences. While questions may be answered during the conference, only questions and responses provided in the Frequently Asked Questions (FAQs) posted on the website will serve as official responses. The FAQs will be periodically posted to the Serve Illinois website. Applicants will need to monitor the Serve Illinois website to obtain updates. The FAQ posted will serve as valid and official responses.

It is recommended that attendees have a copy of this RFA during the Grants Bidders' Conference.



E. Proposal Submission – eGrants and EGrAMS

All proposals must be submitted via eGrants, Applicants must submit their applications electronically via the CNCS web-based system, eGrants no later than 5:00 pm on Friday, January 2, 2015. Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process at least three weeks before the deadline. Applicants should draft the application as a word document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants.

Contact the National Service Hotline at 800-942-2677 or <https://questions.nationalservice.gov/app/ask> if a problem arises while creating an account or while preparing or submitting an application in eGrants.

National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET. The two Fridays and weekends prior to the application deadline (January 9-11 and 16-19) the Hotline will be open from 10:00 a.m. – 7:00 p.m. ET to assist applicants. If you contact the Hotline, be prepared to provide the application ID, organization name, and the Notice to which your organization is applying.

If technical issues prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants.

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications will not be considered. All additional required documents should include the applicant organization name and Application ID number at the top of the page and are due by the application deadline at AdditionalDocuments@cns.gov. Emails should include in the Subject line, the applicant organization name and Application ID number. State/territory applicants should check the state or territory's application information to determine the process for submission of documents.

Additional documents may include (if applicable): letter(s) of support for the Governor/Mayor Initiative, evaluation reports, letters from the consortium members for Multi-focused intermediaries, and up to two evaluation briefs, reports, and/or peer reviewed articles if the applicant has a moderate or strong evidence base.

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application and include a cover letter detailing the circumstances that make it impossible to submit via eGrants to the address provided in Section IX. Agency Contacts, via overnight carrier. Applicants must use a non-U.S. Postal Service carrier because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this Notice apply to hard copy applications. CNCS does not accept applications submitted via fax or email.

Additional eGrants application instructions will be released by CNCS at a later date.

All proposals must ALSO be submitted via EGrAMS, the online grant submission program operated by the Illinois Department of Public Health (IDPH) accessible at: <https://idphgrants.com/>. Proposals must be finalized in the EGrAMS system no later than **5:00 pm on Friday, January 2, 2015**. If not already familiar with EGrAMS, we encourage applicants to begin working with the system right away to



ensure a timely submission. In the event of a dispute, the applicant bears the burden of proof that the application was submitted on time.

We recommend that applicants create an EGrAMS account and begin the application at least three weeks before the deadline. Please refer to the [Getting Started in EGrAMS Guide](http://www.idph.state.il.us/grant_rfps/FY15/Getting%20Started%20in%20EGrAMS%20-%20Applicant%20Guide.pdf) (http://www.idph.state.il.us/grant_rfps/FY15/Getting%20Started%20in%20EGrAMS%20-%20Applicant%20Guide.pdf) and the [Application Entry and Submission Guide](http://www.idph.state.il.us/grant_rfps/FY15/EGrAMS%20Instructional%20Guide%20-%20Application%20Entry%20and%20Submission.pdf) (http://www.idph.state.il.us/grant_rfps/FY15/EGrAMS%20Instructional%20Guide%20-%20Application%20Entry%20and%20Submission.pdf) for instructions on completing these steps. Applicants should draft the application as a word processing document, then copy and paste the document into EGrAMS before the deadline.

Contact IDPH at DPH.GrantReview@illinois.gov if you need assistance with or if a problem arises with EGrAMS while creating an account, preparing, or submitting an application.

If technical issues will prevent an applicant from submitting an application into the EGrAMS by the established deadline, Serve Illinois may consider an application that is submitted via hard copy by the established deadline, but only if the applicant submits the following information: a letter and documentation. The letter should outline the extenuating circumstance which caused the delay with submission into EGrAMS, detailed information regarding your correspondence with the National Service Hotline, and your completed application in a pdf format. The letter and completed application must be emailed to the grant contact email, found under Part One, Section B.

For all federal purposes, and for all purposes of this request for applications, the eGrants application will be the application of record. The EGrAMS application will be used for financial reimbursement and periodic reporting to Serve Illinois and the Illinois Department of Public Health.

F. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>. The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, CNCS suggests registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to <https://www.sam.gov/portal/public/SAM/>.

G. Submission Content Page Limits

In eGrants, applicants will enter text in the following fields

- Executive Summary
- Program Design

- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed 15 pages for the Narratives (18 pages for Multi-Focus Intermediaries), including the Executive Summary and SF 424 Facesheet, as the pages print out from eGrants. CNCS strongly encourages applicants to print out the application from the “Review and Submit” page prior to submission to check that the application does not exceed the page limit. This limit does not include the narrative portion of the evaluation plan or the logic model, budget, performance measures, or the supplementary materials, if applicable.

Reviewers will not consider submitted material that is over the page limit in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. Do not submit other items not requested in the *Notice* or Application Instructions. CNCS will not review or return them.

Do not submit supplementary materials such as videos, brochures, letters of support, or any other item not requested in these application instructions. Neither CNCS nor Serve Illinois will review or return them.

H. Other Submission Requirements

All organizations applying for state funds must submit one (1) copy of their most recent audited financial statements as part of their proposal. Serve Illinois will use the audit to ascertain the fiscal health of applicants. While the audit will not be scored as part of the review, Serve Illinois reserves the right to use information in the audit to assist in the final recommendation for funding. Applicants are expected to demonstrate through their audits a strong financial position and ability to obtain funding outside of the public sector. Units of government such as cities, counties, schools, and health departments, etc. **do not** need to submit an audit.

Evaluation

Submit any completed evaluation plan or report as described in Part II, G.4 found below. In eGrants select Evaluation and select “Sent” once you have submitted a completed evaluation plan or report. If an evaluation is required, you must submit a copy at the time of application even if you think CNCS or Serve Illinois may already have it on file.

Labor Union Concurrence

If a program applicant has employees represented by a local labor organization who are engaged in the same or substantially similar work as that which will be carried out by AmeriCorps Members, the applicant must submit the written concurrence of the local labor organization with its application. If this applies to you, please select “Enter New” and name the new document “Labor Union Concurrence” and enter the status in eGrants.

- 1) If a program applicant:
 - a) Proposes to serve as the placement site for AmeriCorps members; and
 - b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps Members; and
 - c) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

- 2) If a program applicant:
 - a) Proposes to place AmeriCorps Members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
 - i) AmeriCorps Members won't be placed in positions that were recently occupied by paid staff.
 - ii) No AmeriCorps Member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

If either 1) or 2) above applies to you, please select "Enter New," name the new document 1) "Labor Union Concurrence," or 2) "Displacement Assurance" and select "Sent."

Indirect Cost Rate Approval Letter

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, please submit a copy of the approval letter. All applicants that do not have an IDC must negotiate an indirect cost rate with the Illinois Department of Public Health.

Delinquent of Federal Debt

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation.

Audit

Your agency's most recent audit must be submitted.

The above documents (if applicable) must be submitted in person or by certified U.S.P.S. mail, Fed Ex or UPS by or before 5:00 pm on Friday, January 2, 2015 Please include a copy of the SF-424 Facesheet with your attachments for identification purposes. Please send one copy of these documents to the attention of:

Scott McFarland, Deputy Director
Serve Illinois Commission on Volunteerism & Community Service
422 South 5th Street, 1st Floor
Springfield, IL 62701
217-685-5930
Scott.McFarland@illinois.gov

I. Eligible Applicants

The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; and Indian Tribes. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this Notice.

Organizations that have been convicted of a federal crime are disqualified from receiving the assistance described in this Notice. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in



Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501 (c)(4), that engages in lobbying activities is not eligible to apply.

Program Types:

To Which Program Should I Apply? The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for AmeriCorps*State funding for the creation, expansion, or enhancement of programs that meet the requirements of the AmeriCorps national service program. The State as represented by Serve Illinois intends to use the results of this process to award grant agreements for AmeriCorps*State national service programs beginning in Fiscal Year 2016. These programs include AmeriCorps*State Competitive grants, AmeriCorps*State Professional Corps grants, Education Award Program (EAP) Fixed-Amount grants, and AmeriCorps*State formula grants.

The Corporation will not provide more than one grant for the same project in one fiscal year. **Serve Illinois will not consider a proposal with less than twelve MSY.**

AmeriCorps*State Competitive grants: AmeriCorps*State Competitive applications are submitted to the Commission through this RFA process. Applications are reviewed and selected at the state level to compete in a national competition held by the Corporation for National and Community Service. The Commission forwards the proposals selected by the Commission to the Corporation and the Corporation selects proposals for AmeriCorps* State Competitive funding. The proposals not funded by the Corporation are returned back to the state for further consideration in the AmeriCorps* State Formula grant funding. The following criterion is used to determine potential applicants: 1) selection of CNCS Tier Priorities (Focus Areas and Performance Measures- Part II, Section C), 2) previous programmatic /administrative/ fiscal performance, 3) grant adequacy, 4) slot make up (number of full-time, part-time, reduced-time, etc.), and 5) progress towards outcomes.

Professional Corps grants: Professional Corps grants are awarded to organizations that propose to operate a Professional Corps program. The Professional Corps programs place AmeriCorps Members as teachers, health care providers, police officers, engineers, or other professionals in communities where there are an inadequate number of such professionals. Applicants are eligible to apply for funding for a portion of program costs, and use their own or other resources to pay the members' living allowance and additional member costs.

An organization proposing a Professional Corps program that operates in more than one state applies directly to the Corporation. If you are such a program, please visit www.Nationalservice.gov for more information. A Professional Corps program that will operate only in Illinois applies for a state competitive grant through an application submitted to the Commission through this RFA process.

Education Award Program (EAP) Fixed-Amount grants: Applicants are eligible to apply for a small fixed-amount grant and use their own or other resources for the members' living allowance and program costs. Applicants can apply for up to \$800 per member service year (MSY). There is no match requirement for EAP grants. Unlike Full-time Fixed-amount grants, EAPs may enroll full-time and less-than-full-time members. These grants are applied for through the Commission and forwarded to the Corporation for review and consideration.

AmeriCorps*State Formula grants: AmeriCorps*State Formula grants are those applications funded directly by the State of Illinois and not directly by CNCS in the competitive grant cycle. The State of Illinois receives an annual formula allocation of funds, slots, and MSYs from the Corporation. Serve



Illinois determines which applicants will be awarded formula grants in the State of Illinois.

J. Questions and Answers

Each applicant must have access to the Internet. Serve Illinois' website will contain information regarding the RFA. It is the responsibility of each applicant to monitor that website and comply with any instructions or requirements relating to the RFA. Questions regarding this RFA can be sent via email to: DPH.ServeIllinois@Illinois.gov. It is critical that you monitor the Serve Illinois website for all updates. Failure to update your application in accordance with any updates to the RFA will impact your application's final score.

All questions with their respective answers will be posted on the Serve Illinois website at www.ServeIllinois.gov. The FAQs will be posted with the AmeriCorps*State RFA. The information in the FAQ section may be updated periodically, so applicants are encouraged to check it frequently. Only written answers posted on the website will be considered valid and official. Note: The final deadline to submit any written questions regarding the AmeriCorps Program RFA is **Friday, December 5, 2014.**

K. Award Notification

It is anticipated that applicants will receive notification by Serve Illinois regarding submission of their proposals to the Corporation for National and Community Service for the AmeriCorps*State Competitive funding consideration in January, 2015. AmeriCorps*State Competitive and Formula funding award notifications are anticipated to be made in June, 2015. Successful applicants will be notified in writing. A Notice of Grant Award (NOGA) is not equivalent to an agreement with the Department of Public Health to commence providing service. Successful applicants will receive a grant agreement thereto for their signature and return. The release of this RFA does not obligate the Illinois Department of Public Health to make an award.

L. Review Panel

Proposals will be reviewed by a panel established by Serve Illinois and IDPH. Reviewers will score applications independently, and all applications will be reviewed by at least two people. Scoring will be on a 100 point scale. The average of all review scores will be the final overall score for the application.

In evaluating your application for funding, reviewers will assess your program design, organizational capability, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category and, if applicable, sub-category, are listed in the chart below.

Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights

Category	Percentage
Program Design	50%
Organizational Capability	25%
Cost-Effectiveness and Budget Adequacy	25%

NOTE: Please see the AmeriCorps Regulations, 45 CFR §§ 2522.420–2522.448, for additional detail regarding these criteria and what reviewers will assess in each category. Section 2522.450 of the



AmeriCorps regulations addresses types of programs or program models that may receive special consideration in the selection process. Section 2522.455 addresses how you can find out about additional priorities governing the selection process. Section 2522.470 addresses other factors or information the Corporation may consider in making final decisions.

While recommendations of the review panel will be a key factor in the funding decisions, Serve Illinois and IDPH consider the findings of the review panel to be non-binding recommendations. Serve Illinois maintains final authority over funding decisions and reserves the right to consider factors other than the applicant's final score in determining final grant recommendations in order to maintain a diverse portfolio. Such factors may include, but are not limited to; Serve Illinois's identified priority areas detailed in Part II, Section C, past performance and/or financial standing with the state.

M. Post-Submission Presentation to the Commission

Applicants may be requested to make a presentation on their proposal to Serve Illinois or to an ad hoc selection committee of the Commission, including Commission staff.

N. Project/Award Period

Awards will be made for 18 months. AmeriCorps Members may not begin service until the Corporation and the Illinois Department of Public Health issues the grant award and grant agreement. A program may not certify hours a member performs prior to the award being issued.

O. Withdrawal Disclaimer

The Illinois Department of Public Health or Serve Illinois may withdraw this RFA at any time prior to the actual time a fully executed agreement is filed with the State of Illinois Comptroller's Office.

P. Modifications to Proposals by Applicants

Once you have submitted your proposal in eGrants and EGrAMS, you will not be able to make modifications to it. To make a modification to a proposal after it has been submitted, the applicant must contact the individual listed under "Contact Person" in Section 'B' above. A request to modify a proposal will only be accepted prior to the submission deadline of **5:00 pm on Friday, January 2, 2015.**

Q. Modifications to Proposals by IDPH

After the Bidder's Conferences, additional clarification regarding the RFA may be posted. It is the responsibility of each applicant to monitor the Serve Illinois website for any updates pertaining to the RFA. If it becomes necessary or appropriate to change any part of the RFA, a notice of the modification to the RFA will be available from the Serve Illinois website at www.Serve.Illinois.gov and it will be issued to all known potential applicants. In case of such an unforeseen event, Serve Illinois will issue detailed instructions for how to proceed.

R. Clarifications, Negotiations, or Discussions Initiated by Serve Illinois

Serve Illinois may contact any applicant prior to the final award for the following purposes:

- 1) As part of Serve Illinois review process, Serve Illinois may request an applicant to clarify its proposal. An applicant may not be allowed to materially change its proposal in response to a request for clarification.



- 2) Discussions may be held to promote understanding of the Corporations' requirements, Serve Illinois' priorities and the applicant's proposal, and to facilitate arriving at an agreement that will be most advantageous to the State considering cost and other evaluation factors set forth in the RFA.
- 3) When the Department or Serve Illinois knows or has reason to conclude that a mistake has been made, either party may ask the applicant to confirm the information. Situations in which confirmation should be requested include obvious or apparent errors on the face of the document or a cost unreasonably lower than the cost others submitted, or if the cost is considerably higher than what is currently paid for this type of services.

S. Late Proposals/Responses

Late proposals will not be reviewed or considered and will be automatically disqualified. Serve Illinois will notify all Applicants whose proposals will not be considered due to lateness or non-compliance with proposal requirements.

T. Objections

Applicants who object to any provision of this RFA, who believe their proposal was improperly rejected, or who believe that the selected proposal(s) is/are not in the best interest of the Corporation, IDPH, or Serve Illinois, may submit a written protest regarding Serve Illinois' action. IDPH will consider all such written protests that are submitted according to the time periods specified below. IDPH will investigate all allegations and issue a written response. The decision of IDPH in response to a protest is final.

Protests must be in writing and will be considered filed when physically received by IDPH at the following address:

Illinois Department of Public Health
Office of Preparedness and Response
422 S 5th St
Springfield, IL 62701
ATTENTION: Winfred Rawls

Protests must be filed within seven (7) calendar days after the Protestor knows or should have known of the facts giving rise to the protest.

Protests regarding RFA specifications must be filed within seven (7) calendar days after the date the RFA was issued and, in any event must be filed before the date for opening the proposals.

If a protest is received, any award made will not be considered final until the protest is resolved.

U. Public Information

All information submitted pursuant to this RFA is subject to the Illinois Freedom of Information Act. The successful applicant must recognize and accept that any material marked proprietary or confidential that must be made a part of the contract may be considered open for public inspection. Cost information submitted by the successful applicant shall be considered public.

For proposals that are not selected for funding, only the list of those submitting proposals/responses shall be considered public, not the applications.



All questions regarding the Illinois Freedom of Information Act should be directed to:

Illinois Department of Public Health
Freedom of Information Officer
535 W. Jefferson St.
Springfield, IL 62761-0001
DPH.FOIA@illinois.gov
Fax: 217-557-3497

V. Grant Agreement

The legal agreement between IDPH and the successful applicants will be in the form and format prescribed by IDPH.

W. Payment Method

Payments to successful programs shall be made on a reimbursement basis. Expenditures must be consistent with the agency's approved budget on file with Serve Illinois. Monthly expense reports are required and must be submitted in the EGrAMS system. Unexpended funds are not carried over to the following grant year.

X. Reporting

Successful applicants are required to supply quarterly performance reports, monthly periodic expenditure reports (PER), semi-annual federal financial reports, a project close-out, and an internal or external evaluation report as required by the AmeriCorps regulations. Information on performance measurement can be found in 45 CFR §2522.500-2522.650. The requirements for evaluation are in §§2522.500-2522.540 and §§2522.700-2522.740.

Y. Source of Funds

These funds will be available under the authority of The Corporation for National and Community Service.

Z. Amounts of Grants and Restrictions

The grant amount will vary by circumstance, need, and program model. The same project cannot be funded by multiple AmeriCorps grants. If you have more than one application pending before the Corporation for the same project, you must state this fact in each application. You will be required to withdraw all but one if two or more are approved for funding.

AA. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Grants under this program are subject to 2 CFR 200 and CNCS regulations issued to implement the part. This final guidance, published on Dec. 26, 2013, supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidances); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

BB. Training and Technical Assistance

Programs must agree to receive consultation and technical assistance from Serve Illinois or authorized representatives of Serve Illinois. The program and collaborating partners will be required to be in attendance at site visits. Programs will be required to attend regular meetings, webinars, and training (at least two on-site per program year) as provided by Serve Illinois or a subcontractor of Serve Illinois, and should budget accordingly.



CC. Additional Information

IDPH and/or Serve Illinois reserve the right to request additional information that could assist with its award decision. Applicants are expected to provide the additional information within a reasonable period of time. Failure to provide the information could result in the rejection of the proposal.

DD. Background Checks

CNCS regulations require its grantees to conduct an National Service Criminal History Check on people who work or serve in covered positions. A covered position is a position in which a person receives a living allowance, stipend, education award, salary, through a national service program.

The check should include:

- A nationwide name-based check of the NSOPW
- Either a name- or fingerprint-based search of the statewide criminal history registry in the candidate's state of residence (as listed on the application) and in the state where the person will serve or work; AND
- A fingerprint-based FBI check.

EE. Child Abuse/Neglect Reporting Mandate

Per the Abused and Neglected Child Reporting Act (ANCRA, 325 ILCS 5/4), mandated reporters are professionals who may work with children in the course of their professional duties. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe" that a child known to them in their professional or official capacity may be an abused or neglected child" (ANCRA Sec.4). This is done by calling the Illinois Department of Children and Family Services (DCFS) Hotline at 1-800-252-2873 or 1-800-25ABUSE. Programs funded through this grant opportunity must review ANCRA and, where appropriate, have a written protocol for identifying and reporting suspected child maltreatment.

FF. Hiring and Employment Policy

It is the policy of Serve Illinois to encourage cultural diversity in the work environment and to promote employment opportunities through its programs. Serve Illinois' philosophy is that the program workforce should appropriately reflect the populations to be served with special attention given to hiring individuals indigenous to those communities.

GG. Inclusion of People with Disabilities

Serve Illinois sets the expectation that grantees be inclusive in programming and service activities.

Inclusive service programs support opportunities for people with disabilities to actively take part in service activities with dignity in an atmosphere that promotes physical, social and psychological involvement of people with diverse experiences and skill levels. Programs are required to be inclusive as evidenced by:

- Outreach and recruitment of people with disabilities in service projects and as members in service,
- Providing training to all members regarding disability awareness (etiquette, communication, etc.),
- Knowledge and implementation of the accommodation process provided to all members,
- Anonymous/confidential tracking of members with disabilities (conducted as requested by Commission staff),
- Ensuring trainings and events are held in accessible locations, and include accessible materials, as needed; and
- Offering reasonable accommodations to members when requested.



HH. Program Participation

Successful applicants will be required to participate in a number of meetings throughout the grant period, including “National Service Recognition Day” activities, three (3) national days of service (e.g., Martin Luther King Day, AmeriCorps Week, 9/11 Day of Service) and other programmatic-related trainings or events (e.g., Program Directors’ Training).

Successful applicants will also be required to identify two AmeriCorps members to participate in Illinois Disaster Corps. Disaster Corps is a composite team of AmeriCorps programs that allow up to two members per program to be deployed for disaster operations within Illinois. The Disaster Corps will have a trained group of members to provide services that will include, but not be limited to, disaster volunteer coordination, debris removal, disaster damage assessment, and disaster preparedness activities such as sandbagging. However, the primary focus of the group will be volunteer management.

Members of the Disaster Corps will be vetted by Serve Illinois staff from existing national service members serving in Illinois. These members will serve the mission of their hosting program until a region in Illinois is affected by a disaster. The members of Disaster Corps will then make disaster response their primary function as a national service member and deploy to the site of the disaster within 24 hours of request.

II. Education Award

The amount of a full-time education award is equivalent to the maximum value of the Pell Grant for the award year in which the term of national service is approved. Prior to fiscal year 2010, the amount of an education award had remained the same since the AmeriCorps program began.

The amount of the Pell Grant can change every year, the amount of a full-time award can change in the future. However, once a member earns an award, the dollar value of that award will not increase. For all programs, award amounts for part-time terms of service vary based upon the length of the required term of service.

As a reference, here is a chart that shows the amounts of education awards for various types of national service positions that are approved (effective) in fiscal year 2015, which begins October 1, 2014.

SEGAL EDUCATION AWARD AMOUNTS		
<i>Participation Type</i>	<i>Minimum # of Hours</i>	<i>Amount</i>
<i>Full-Time</i>	<i>1700</i>	<i>\$ 5,730.00</i>
<i>Half-Time</i>	<i>900</i>	<i>\$ 2,865.00</i>
<i>Reduced Half-Time</i>	<i>675</i>	<i>\$ 2,182.78</i>
<i>Quarter-Time</i>	<i>450</i>	<i>\$ 1,515.55</i>
<i>Minimal-Time and Summer Associate</i>	<i>300</i>	<i>\$ 1,212.44</i>

Part II

A. Serve Illinois: A History and Overview

Serve Illinois exists to fulfill a federal mandate requiring states to establish a service commission in order to receive funding through the Corporation for National and Community Service (the Corporation or CNCS). Appointed by the Governor, the 40 Illinois Commissioners (25 voting and 15 non-voting) represent leaders in labor, education, public health, not-for-profit entities, business, volunteerism, national service, youth, and seniors.

The Commission was formed in 1979 as the Illinois Office of Voluntary Citizens Participation with a five-year grant from ACTION, the federal domestic volunteer organization. In 1985, it became the Governor's Office of Voluntary Action. In 1991, it was transferred to the Lieutenant Governor's Office and was merged with the Senior Action Committee in the Office of Volunteer and Senior Action.

In September 1993, the federal "National Community Service Trust Act" was signed into law that called for each state to establish a state commission to administer the new AmeriCorps program. As a result, in July 1994, the Illinois State Legislature created the Lieutenant Governor's Commission on Community Service, replacing the Office of Volunteer and Senior Action.

In 1998, the Commission moved to the Illinois Department of Human Services and legislation enacted in 2000 (20 ILCS 710, Chapter 1278, paragraphs 3800 to 3806) changed the name to the Illinois Commission on Volunteerism and Community Service and charged the Commission to:

- 1) promote and support community service in public and private programs to meet the needs of Illinois citizens;
- 2) stimulate new volunteerism and community service initiatives and partnerships; and,
- 3) serve as a resource and advocate within the Department of Human Services for community service agencies, volunteers, and programs which utilize State and private volunteers.

In 2007, the Illinois Commission on Volunteerism and Community Service adopted the title of the "Serve Illinois Commission."

In 2014, the Commission was moved from the Department of Human Services to the Illinois Department of Public Health in the Office of Preparedness and Response.

In partnership with the IDPH, the Commission oversees all aspects of program administration and training for the AmeriCorps program. AmeriCorps provides trained, dedicated people to help non-profit organizations accomplish their missions and to make more effective use of volunteers. AmeriCorps members assist in meeting locally identified community-based needs.

B. About AmeriCorps

For more than twenty years, through its Senior Corps and AmeriCorps programs, CNCS has mobilized a new generation of engaged citizens. This year alone, more than 1.8 million individuals of all ages and backgrounds will serve through these programs. They will help thousands of national and community non-profit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, homeland security, and other critical areas.

AmeriCorps grants are awarded to eligible organizations to recruit, train, and manage AmeriCorps members who address community needs. An AmeriCorps member is an individual who is enrolled in an



approved national service position and engages in community service. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service members receive an education award from the National Service Trust.

Roughly three quarters of all AmeriCorps grant funding are directed to Governor-appointed state service commissions, which award sub-grants to organizations in their states. These organizations recruit AmeriCorps members to respond to local needs. The Corporation distributes most of the remainder of the grant funding directly to organizations operating in more than one state.

C. Corporation Focus Areas and Commission Priorities

In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

Disaster Services

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth identified in My Brother's Keeper, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

Environmental Stewardship

Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

Healthy Futures

Grants will provide support for activities that will improve access to primary and preventive health care for communities served by CNCS-supported programs; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

Veterans and Military Families

Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

2015 AmeriCorps Funding Priorities

CNCS seeks to prioritize the investment of national service resources in:

- Disaster Services -- improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity -- increasing economic opportunities for communities, specifically opportunity youth (see Glossary), both as the population served and as AmeriCorps members.
- Education -- improving student academic performance including STEM
- Environment -- 21st Century Service Corps (see Glossary)
- Veterans and Military Families -- positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiatives (see Glossary)
- Programing that supports My Brother's Keeper (see Glossary)
- Multi-focus intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities. (See Glossary)

In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

National Performance Measures

The Serve America Act (SAA) emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS' five-year Strategic Plan establishes an ambitious set of objectives that guided the development of 16 agency-wide Priority Performance Measures. CNCS expects organizations to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from its work as well as make tactical and strategic adjustments to achieve its goals. For more information, please refer to the National Performance Measure Instructions.

Serve Illinois Commission Priorities

Additionally, in Illinois, special consideration will be given to proposals that represent Serve Illinois's identified priorities. Those priorities are as follows:

- 1) Focus Areas (see below)
- 2) Geography
- 3) Target Populations: Veterans, Service Members, Veterans and Military Families, and People with Disabilities

1. Focus Areas

In addition to CNCS Focus Areas, Serve Illinois also seeks to focus on the following areas:

- Intergenerational Initiatives (not senior citizen serving senior citizen)
- Violence Prevention and Intervention
- Volunteer Connectors

2. Geography

The Commission will give special consideration to programs whose service sites are located in geographic

regions within Illinois that are under served by current Commission funded programs.

3. Target Populations

The Commission will give special consideration to programs that target Veterans, Service Members, Veterans and Military Families, At-Risk Youth in High-crime Areas, and People with Disabilities.

D. Regulations

Please be aware that this Request for Applications (RFA) modifies the national instructions of the Corporation's *Notice of Federal Funding Opportunity* (NOFO) and deadlines to address specific needs and concerns in the State of Illinois. It takes precedence over the application instructions released by the Corporation. We strongly recommend that you review the regulations cited below as well as the *Notice of Federal Funding Opportunity* (NOFO) and these full instructions before applying.

Program requirements, including the criteria against which applications will be assessed are located in the new AmeriCorps regulations, 45 CFR §§ 2520 -2550. Additional criteria regarding the specific needs and concerns of the State of Illinois may be added. The full regulations are available online at **www.gpoaccess.gov/ecfr**. Relevant federal statutes governing the design and implementation of AmeriCorps programming include:

Table 1: Program Requirements in the AmeriCorps Regulations

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency between the AmeriCorps regulations, the Corporation's *Notice of Federal Funding Opportunity*, and the Application Instructions, the order of precedence is as follows:

1. The AmeriCorps regulations 45 CFR §§ 2520-2550;
2. The Corporation's *Notice of Federal Funding Opportunity*;
3. Serve Illinois's Request for Applications.

E. Application Due Date

All proposals must be submitted via eGrants and EGrAMS. Proposals must be finalized in the two systems no later than **5:00 pm on Friday, January 2, 2015**. The deadline will be strictly enforced without exception.

If you need assistance in establishing an eGrants or EGrAMS account or navigating the systems, please contact Serve Illinois staff at DPH.ServeIllinois@illinois.gov. If technical issues will prevent an applicant from submitting an application into the two systems by the established deadline, Serve Illinois may



consider an application that is submitted via hard copy by the established deadline, but only if the applicant submits the following information: a letter and documentation. The letter should outline the extenuating circumstance which caused the delay with submission, detailed information regarding your correspondence with the National Service Hotline, and your completed application in a pdf format. The letter and completed application must be emailed to the grant contact email, found under Part One, Section B.

Organizations will be given the information necessary to access to the eGrants and EGrAMS systems after the Grants Bidders' Conferences (Section I, Part D, page 4) and may begin uploading their proposal immediately following that notification. It is recommended that you begin work on your grant application prior to receiving the online access information, and that you begin entering your proposal into the system as early as possible to minimize any possibility of delays due to technical difficulties. All applicants should submit their proposals as "Competitive" applications.

F. Tips for Using eGrants and EGrAMS

The following steps will make the use of eGrants and EGrAMS simpler and minimize obstacles:

- 1) Create your accounts and begin your application at least three weeks, or more, prior to the deadline. This will allow you time to address technical issues prior to the deadline.
- 2) Prepare and save your application as a word processing document prior to inputting it into the systems. Copy and paste the contents of this document into the relevant fields.
- 3) Adhere to all the character limits indicated in the application instructions. Characters include all the letters, punctuation, and spaces in your document. Your word processing software should provide you a character count.
- 4) Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy into the systems. Do not use any of these in your application.

G. Application Instructions for eGrants

Additional eGrants application instructions will be released by CNCS on a later date. The document will be posted at Serve.Illinois.Gov

How to Submit an Application in eGrants

Applicants must submit their applications electronically via the CNCS web-based system, eGrants. Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process at least three weeks before the deadline. Applicants should draft the application as a word document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants.

Contact the National Service Hotline at 800-942-2677 or <https://questions.nationalservice.gov/app/ask> if a problem arises while creating an account or while preparing or submitting an application in eGrants.

National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET. The two Fridays and weekends prior to the application deadline (January 9-11 and 16-19) the Hotline will be open from 10:00 a.m. – 7:00 p.m. ET to assist applicants. If you contact the Hotline, be prepared to provide the application ID, organization name, and the *Notice* to which your organization is applying.

If technical issues prevent an applicant from submitting an application on time, please contact the



National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants.

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications will not be considered. All additional required documents should include the applicant organization name and Application ID number at the top of the page and are due by the application deadline at AdditionalDocuments@cns.gov. Emails should include in the Subject line, the applicant organization name and Application ID number. State/territory applicants should check the state or territory's application information to determine the process for submission of documents.

Additional documents may include (if applicable): letter(s) of support for the Governor/Mayor Initiative, evaluation reports, letters from the consortium members for Multi-focused intermediaries, and up to two evaluation briefs, reports, and/or peer reviewed articles if the applicant has a moderate or strong evidence base.

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application and include a cover letter detailing the circumstances that make it impossible to submit via eGrants to the address provided in Section IX. Agency Contacts, via overnight carrier. Applicants must use a non-U.S. Postal Service carrier because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this *Notice* apply to hard copy applications. CNCS does not accept applications submitted via fax or email.

Application Fields and Page Limits

In eGrants, applicants will enter text in the following fields

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed 15 pages for the Narratives (18 pages for Multi-Focus Intermediaries), including the Executive Summary and SF 424 Facesheet, as the pages print out from eGrants. CNCS strongly encourages applicants to print out the application from the “Review and Submit” page prior to submission to check that the application does not exceed the page limit. This limit does not include the narrative portion of the evaluation plan or the logic model, budget, performance measures, or the supplementary materials, if applicable.

Reviewers will not consider submitted material that is over the page limit in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. Do not submit other items not requested in the *Notice* or Application Instructions. CNCS will not review or return them.

Assessment Criteria

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. CNCS urges applicants to submit high quality applications that carefully follow the guidance in this *Notice* and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

Threshold Issues

Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. For example: If an applicant is applying for a Professional Corps grant, its application should demonstrate that the community in which it will place professionals has an inadequate number of said professionals. An application for the Governor and Mayor Initiative should clearly reflect that the application is from one Governor, one Mayor, and a minimum of two nonprofits. If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must clearly describe how the program will meet these requirements.

CNCS will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS' assessment of the strategic considerations. Applicants should only check the boxes if the strategic consideration is an intentional part of their program design and they have implementation strategies described in the application.

Application Fields

A. Executive Summary (Required - 0 percent)

Please fill in the blanks of these sentences to complete the Executive Summary.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

*If the program is not operating in a CNCS' focus area, omit this sentence.

Education Award Only grant applicants should list their leveraged resources (see Glossary) because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

B. Program Design (50 percent)

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

1. Problem/Need (9 points)

- The applicant clearly describes how the community problem/need will be addressed by the program.
- The applicant clearly describes how the community need/problem is prevalent and severe in communities where members will serve and the need has been well documented with relevant data.

2. Theory of Change and Logic Model (17 points)



- The applicant clearly describes the proposed intervention including the roles of AmeriCorps members and (if applicable) the roles of leveraged volunteers.
- The applicant clearly describes how the intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The applicant clearly describes how the AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
- All elements of the logic model are logically aligned.

The logic model shall depict:

- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
 - Number of locations or sites in which members will provide services
 - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention).
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week.)
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention.

3. Evidence Base (8 points)

Applicants will be awarded up to 8 points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change. Applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge, and should describe how this evidence places them in one of the five evidence levels listed below. Applicants must fully describe how they meet the requirement of that level, using results from studies and evaluations. Applicants are strongly encouraged to describe the evidence that supports the strongest evidence tier, and all relevant evidence presented must be included in this section. This section must include specific citations of studies and/or evaluation and research reports. Applicants classifying their evidence as Moderate or Strong must submit up to two studies, evaluation reports, briefs, or peer-reviewed articles cited in this section as separate attachments. Studies should be sent to AdditionalDocuments@cns.gov by the application deadline and include in the subject line the application ID and "evaluation studies."

For each report cited, include the date of the report, a description that shows its relevancy to the proposed

program model, the methodology used in the study, and the strength of the findings (e.g. confidence level.)

For current grantees that are required to submit an evaluation report: The evaluation report will be considered as part of the evidence base of the program. Grantees may opt to include that evaluation report as one of the two studies, or submit two separate studies in addition to the evaluation report. In the latter case, all three studies will be reviewed against this criterion.

The five tiered evidence levels are:

No evidence (0 points) means that the applicant has not provided evidence that they have collected any qualitative or quantitative data to date.

Pre-preliminary evidence (1 point) means the applicant presents evidence that it has collected quantitative or qualitative data from program staff, program participants, or beneficiaries that have been used for program improvement, performance measurement reporting, and/or tracking. An example could be gathering feedback from program participants following their receipt of the intervention.

Preliminary evidence (2 points) means the applicant presents an initial evidence base that can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study conducted on the proposed program (or another similar program that uses a comparable intervention). A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: 1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and 2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.

Moderate evidence (4 points) means the applicant presents a reasonably developed evidence base that can support causal conclusions for the specific program proposed by the applicant with moderate confidence. The evidence base consists of one or more quasi-experimental studies conducted on the proposed program (or another similar program that uses a comparable intervention) with positive findings on one or more intended outcomes OR two or more non-experimental studies conducted on the proposed program with positive findings on one or more intended outcomes OR one or more experimental studies of another relevant program that uses a similar intervention. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e. a similar population that does not receive the intervention).

Strong evidence (8 points) means the applicant presents an evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

The description of evidence in this section should include as much detailed information as possible. Applicants are advised to focus on presenting high-quality evidence from their strongest studies rather than only cursory descriptions of many studies. Reviewers will examine criteria that may include: a) how closely the program model evaluated in the studies matches the one proposed by the applicant; b) the methodological quality of the studies presented (e.g., statistical power, internal and/or external validity,

sample size, etc.); c) the recency of the studies, with a preference towards studies that have been conducted within the last six years; and d) strength of the findings, with preference given to findings that show a large and persistent positive effect on participants demonstrated with confidence levels.

4. Notice Priority (3 points)

- The applicant clearly describes how its proposed program is within one or more of the 2015 AmeriCorps funding priorities as outlined on page 3 and more fully described in the Glossary.
- The applicant clearly describes how the proposed program meets all of the requirements detailed on page 3 and in the Glossary.

5. Member Training (4 points)

- The applicant clearly describes how members will receive high quality training to provide effective service.
- The applicant clearly describes how members and volunteers will be aware of, and will adhere to, the rules including prohibited activities.

6. Member Supervision (3 points)

- The applicant clearly describes how members will receive high quality guidance and support from their supervisor to provide effective service.
- The applicant clearly describes how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- The applicant clearly describes how supervisors will provide members with excellent guidance and support throughout their service.

7. Member Experience (3 points)

- AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The applicant clearly describes how AmeriCorps members will have access to meaningful service experiences and opportunities for reflection.
- The applicant clearly describes how AmeriCorps members will have opportunities to establish connections with each other and the broader National Service network to build esprit de corps.
- The applicant clearly describes how AmeriCorps members will develop an ethic of and skills for active and productive citizenship and will be encouraged to continue to engage in public and community service after their AmeriCorps term.
- The applicant clearly describes how the program will recruit AmeriCorps members from the communities in which the programs operate.

8. Commitment to AmeriCorps Identification (3 points)

- The applicant clearly describes how members will know they are AmeriCorps members.
- The applicant clearly describes how the staff and community members where the members are serving will know they are AmeriCorps members.
- The applicant clearly describes how AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

C. Organizational Capability (25 percent)

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Organizational Background and Staffing (7 points/10 points for new applicants)

- The applicant clearly describes how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
- The applicant clearly describes how the organization has adequate experience administering AmeriCorps grants or other federal grants.
- The applicant clearly describes how the organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

As documentation of community support and commitment to the program; please procure, keep on file, but do not submit to CNCS, letter(s) from the applicant's most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members.

2. Compliance and Accountability (11 points/15 points for new applicants)

- The applicant clearly describes how the applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant clearly describes how the applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The applicant clearly describes how the organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).

3. Past Performance for Current Grantees and Former Grantees Only (7 points for recompeting applicants and formula Grantees) **Any applicant that has received competitive or formula funding for the same project in any of the past three years must address this criteria.**

- The applicant clearly describes how it has met performance measurement targets during the last three years of program operations, or, if not, has an adequate corrective action plan in place.
- The applicant clearly describes how it achieved 100% member enrollment, in the most recent full year of program operations, or if not, has an adequate corrective action plan in place.
- The applicant clearly describes how it achieved 100% member retention, in the most recent full year of program operations, or, if not, has an adequate corrective action plan in place.
- The applicant clearly describes any compliance issues or areas of weakness/risk identified during the last three years of program operations (if applicable) and describes an effective corrective action plan that was implemented.

D. Cost Effectiveness and Budget Adequacy (25 percent)

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Cost Effectiveness (18 points)

- The budget is sufficient to carry out the program effectively.
- The budget aligns with the applicant's narrative.



- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program. This applies to EAP, and Cost Reimbursement grants.
- The applicant, if recompeting, has a lower cost per Member Service Year (MSY – see Glossary) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

Having a low Cost Per Member Service year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see Section 5.C.), it must justify its request. Please note that such requests are rarely approved.

2. Budget Adequacy (7 points)

- Budget is submitted without mathematical errors.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.

Applicants must fill out the budget and ensure the following information is in the budget narrative (requested information in the budget screens):

- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

E. Evaluation Plan (Required for recompeting grantees - 0 percent)

If the applicant is competing for the first time, please enter N/A in the Evaluation Plan field since it pertains only to recompeting grantees. If the applicant is recompeting for AmeriCorps funds for the first time (see definition of “recompeting” below) the program must submit its evaluation plan in the Evaluation Plan field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report via email to AdditionalDocuments@cns.gov by the application deadline, as well as an evaluation plan for the next three-year period in the Evaluation Plan field in eGrants.

Evaluation plans must include the following:

- A description of the theory of change, or why the proposed intervention is expected to produce the proposed results;
- Clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation;
- Concrete research questions (or hypotheses) that are clearly connected to the outcomes;
- A proposed research design for the evaluation;
- Qualifications needed for the evaluator; and
- The estimated budget.

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.710:

- If the applicant is are a State/Territory subgrantee and/or National Direct Grantee (other than an Education Award Program grantee), and its average annual CNCS program grant is \$500,000 or more, it must arrange for an external evaluation of the program, and it must

- submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.
- If the applicant is a State/Territory subgrantee and/or National Direct Grantee whose average annual CNCS program grant is less than \$500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.

A program will be considered a recompeting application if it satisfies the CNCS definition of “same project” (see Glossary) and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one three-year cycle, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan. If the project does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan, summary, or completed evaluation.

The Evaluation Plan field of eGrants does not count towards the page limit of the application; however, it does have a set character limit. Applicants should print out the report to ensure the narrative is not cut off.

State/Territory subgrantees and/or National Direct Grantees with an average annual CNCS program grant of \$500,000 or more that are recompeting for funds are eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in eGrants. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed in this Notice. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. More information on alternative evaluation approaches can be found at:

https://www.nationalserviceresources.gov/files/guidance_for_grantees_approval_of_alternative_evaluation_approach.pdf.

F. Amendment Justification (0 percent)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

G. Clarification Information (0 percent)

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

H. Continuation Changes (0 percent)

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

Submission of Documents

The following documents (if applicable) must be submitted in person or by certified mail by Friday, January 2, 2015.



Audit

All organizations applying for state funds must provide their most recent A-133 audit, their organization's financial audit, or other financial statements if they have not had a formal audit. (Please refer to Part I, Section AA, Federal Financial Management and Grant Administration Requirements for more information.) Serve Illinois will use the audit to ascertain the fiscal health of Applicants. While the audit will not be scored as part of the review, Serve Illinois reserves the right to use information in the audit to assist in the final recommendation for funding. Applicants are expected to demonstrate through their audits a strong financial position and ability to obtain funding outside of the public sector.

Please include a copy of the SF-424 Facesheet with your audit for identification purposes. Please send these documents to the attention of:

Scott McFarland, Executive Director
Serve Illinois Commission on Volunteerism & Community Service
422 South 5th Street, 1st Floor
Springfield, IL 62701
217-524-2243
Scott.McFarland@illinois.gov

Budget

Overview of Key Statutory and Regulatory Budget Requirements

Before you complete the budget section, please review Sections §§ 2521.35–2521.90 of the AmeriCorps Regulations for match requirements, summarized below:

- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must utilize an indirect cost rate negotiated with a federal agency or IDPH.
- **Programs must budget one percent of the total federal share of the grant for Commission support services.**

Budget Sections I, II & III

Acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

NOTE: Most federal funds are not authorized to be used as match for another federal grant. While the Corporation's legislation may permit the use of non-Corporation federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency's funds as match for this national service program grant is permitted by the other agency. The Kennedy Serve America Act requires AmeriCorps program grantees to report the amounts and sources of federal funds, other than those provided by the Corporation, used to carry out their programs. This includes other federal funds expended by subgrantees and operating sites.

For Education Award Only Program (EAPs) Only: Budget and Match Requirements

EAP applicants may only request a fixed amount of funding per MSY (maximum of \$800). Therefore, you are not required to complete a detailed budget. Follow the instructions below to prepare your budget. Your budget worksheet is also below. Consult the most current *Notice* to determine the maximum amount of funding per MSY you may request. The matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to EAP applicants.



Match Source Documentation

In Sections I, II, and III of the budget, you should clearly and specifically identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. All acronyms should be defined the first time they are used to reference non-Corporation programs and sources.

Increasing Grantee Overall Share of Total Budgeted Costs

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the total match ratio of 24% for first year programs is met. This matching requirement may be waived in limited circumstances. See 45 CFR §§ 2521.35– 2521.95 for the specific regulatory match and waiver requirements. **Programs that budget over the minimum match requirement will be held to the budgeted match amount.**

Competition	Match Requirement										
State Competitive and Formula Grants		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Minimum Overall Share	24%	24%	24%	26%	30%	34%	38%	42%	46%	50%
Education Award	Grantee pays all program costs over \$800 per MSY provided by the Corporation. No budgeted match is required.										

Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative. Reviewers will consider the information you provide in this section as part of the Cost-Effectiveness and Budget Adequacy component of the selection criteria.

Follow the detailed budget instructions, below, to prepare your detailed budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets, Appendix F. eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. That information will also need to be entered into EGrAMS. Once you have entered your budget information in eGrants you will be asked to validate your budget, and eGrants will check your submission for errors.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose and the basis of your calculation.
- For the Staffing, Travel, and Evaluation line items, and wherever else it may increase clarity, present your calculations in the form of an equation, e.g., Two (2) staff traveling @ \$350/trip for 2 trips = \$1,400; or, Salary \$60,000 @ 20% devoted to program = \$12,000.
- Do not include unallowable expenses, e.g., entertainment costs, including food and beverage costs,



unless they are justified as an essential component of an activity.

- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over \$500,000 in federal funds, as required in OMB Circular A-133.

Detailed Budget Instructions

These instructions do not apply to Education Award Only Program (EAP) grants. Please see detailed budget instructions for EAPs following “Subtotal for Section III”.

Source of Match

In the “Source of Match” field that appears at the beginning of Sections I, II, and III, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available). Be sure to define any non-Corporation acronyms the first time they are used.

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, as follows:

A. Personnel Expenses

Under “Position/Title Description,” list each staff position title and provide a brief five or six word position description, salary, and percentage of effort devoted to this award. Because the purpose of this grant is to enable and stimulate volunteer community service, the grantee may not include the value of direct community service performed by volunteers. However, the grantee may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, training of staff and AmeriCorps Programs.

B. Personnel Fringe Benefits

Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. Typically, holidays, and other similar vacation benefits are not included in the fringe benefit rates but rather are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized.

C.1 Staff Travel

Describe the purpose for which program operating staff will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other travel related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Only domestic travel is allowable; other travel is allowable only if specifically identified and approved as a condition of a grant award. For in and out of state travel, adhere to the Department’s travel guidance for items such as mileage, per diem,

and lodging.

It is required that a minimum of \$2,000 be included in this line item for travel for your staff and staff at your sites to attend Corporation or Commission sponsored technical assistance meetings. The Corporation sponsors two to three such opportunities per year, including opportunities for new grantee orientation, CNCS cluster training, financial training, and the Points of Light National Conference on Volunteering and Service. Serve Illinois will require attendance at meetings throughout the grant period, including Program Director's trainings and other programmatic-related trainings or events. Your budget should reflect sufficient resources to cover travel to these trainings or events.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. **Serve Illinois hosts a 'National Service Recognition Day' event for all streams of national service operating in Illinois. All successful applicants funded by this RFA are required to attend with their corps of AmeriCorps members. This event is held in mid-October in Springfield, Illinois. Your budget should reflect sufficient transportation costs to cover the travel of members and appropriate staff to this event.**

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Include items that do not meet this definition in *Supplies* below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Grantees may only charge the cost of member service gear, except for safety equipment, to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-federal funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except evaluation consultants, who will be listed in Section H below. Payments to individuals for consultant services under this grant may not exceed \$617 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$617 daily rate is a ceiling and budgeted daily rates at considerably lower levels are expected. Indicate the daily rate for consultants you are proposing to use, their contractual services, and provide the names of the organizations when available. Indicate the daily rate, number of days, and total cost. For any pro bono work by a contractor in combination with fee-based work, affirm that the vendor's normal fee schedule

and market-based work warrant the in-kind value placed on the donated portion.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. You may also use this section to request funds to support training in Life After AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

H. Evaluation

Include costs for project evaluation activities including additional staff time or subcontracts you did not budget under Section I A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Background checks of members and grant-funded staff.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/administrative cost allocation pool.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

SUBTOTAL SECTION I.

Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.” Any matching resources can be state, local, or private sector funds, except for health care, which may be covered 100% by non-Corporation federal funds. In the “Source of Match” box, enter the total amount of cash and in-kind match under columns for “Private,” “State and/or local,” and “Federal.” Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under “Sources.” Be sure to define any non-Corporation acronyms the first time they are used.

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category or slot (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation’s share (CNCS Share) and

grantee match (Grantee Share). Members – Enter the total number of members you are requesting in each category. Enter the amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards. Applicants must provide full-time members with a living allowance that is between \$12,530 (minimum) and \$25,060 (maximum).

2015 AmeriCorps Maximum Federal Share of Living Allowance

Term of Service	Minimum Number of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-time	1700	\$12,530	\$25,060
One-year Half-time	900	n/a	\$13,265
Reduced Half-time	675	n/a	\$9,950
Quarter-time	450	n/a	\$6,635
Minimum-time	300	n/a	\$4,420

Notes:

1. There is no requirement to pay a living allowance to less than full-time members, hence there is no minimum.
2. The amount of the maximum for less than full-time living allowance is rounded to the nearest dollar.
3. The calculation for the maximum federal share for less than full-time members who do receive a living allowance is pro-rated based on 85% of the proportion of the minimum full-time required hours, e.g., One Year Half-time = $900/1,700 \times \$11,400$, or \$6,035. Maximum federal share is $\$6,035 \times .85 = \$5,130$.

B. Member Support Costs

Consistent with the laws of your state, you must provide members with the benefits described below.

- **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker's Compensation.** Illinois law requires employers to provide workers' compensation coverage for their AmeriCorps members. Most employers buy commercial workers' compensation insurance. Other employers obtain the state's approval to self-insure. **No part of the workers' compensation insurance premium or benefit can be charged to the member.**
- **Health Care.** Except for EAPs, Professional Corps, or members covered under a collective bargaining agreement, the grantee must provide, or make available, healthcare insurance to those members serving a 1700-hour full-time term who are not otherwise covered by a healthcare policy at the time

the member begins his/her term of service. The grantee must also provide, or make available, healthcare insurance to members serving a 1700-hour full-time term who lose coverage during their term of service as a result of service or through no deliberate act of their own. CNCS will not cover healthcare costs for dependent coverage.

Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (e.g. a full-time summer project) are eligible for healthcare benefits. Programs may provide health insurance to less-than-full-time members serving in a full-time capacity, but they are not required to do so. For purposes of this provision, a member is serving in a full-time capacity when his/her regular term of service will involve performing service on a normal full-time schedule for a period of six weeks or more. A member may be serving in a full-time capacity without regard to whether his/her agreed term of service will result in a full-time Segal AmeriCorps Education Award.

Any of the following health insurance options will satisfy the requirement for health insurance for full-time AmeriCorps members (or less than full-time members serving in a full-time capacity): staying on parents' or spouse plan; insurance obtained through the Federal Health Insurance Marketplace of at least the Bronze level plan; insurance obtained through private insurance broker; Medicaid, Medicare or military benefits. The Corporation will not pay for dependent coverage.

- *Unemployment Insurance and Other Member Support Costs.* AmeriCorps members are **not** entitled to unemployment benefits. The Corporation for National and Community Service has interpreted federal legislation to mean that there is no employer-employee relationship between members and programs. Illinois has chosen to agree with this interpretation and denies unemployment benefits to members; hence, programs are not required to pay unemployment taxes.

SUBTOTAL SECTION II.

Section III. Administrative/Indirect Costs

Definitions: Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

Calculating Administrative/Indirect Costs

All applicants must provide a federally approved indirect cost rate or a IDPH approved indirect cost rate. The grant share of the budget may not exceed 5.26%. **Serve Illinois will retain 1% of all CNCS grant dollars for monitoring, training, and technical assistance costs to support programs in the portfolio.**

Federally Approved Indirect Cost Rate Method

Programs must have a federally approved indirect cost rate (IDC) or an indirect cost rate negotiated with IDPH. The IDC rate will constitute documentation of your administrative costs including the 5.26% maximum payable by the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate

administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.

Then, allocate one-fifths (20%) of the federal dollars budgeted for administrative costs to the Commission share and allocate four-fifths (80%) to the program's share.

$[(\text{Section I} + \text{Section II}) \times 0.0526] \times 0.20 = \text{Commission Share}$

$[(\text{Section I} + \text{Section II}) \times 0.0526] \times 0.80 = \text{Subgrantee Share}$

3. Subtract the amount calculated in step 2 (the Corporation administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

SUBTOTAL SECTION III.

Detailed Budget Instructions for Education Award Only Programs

These instructions apply only to applicants seeking funding for Education Award Only Programs.

Budget Section II. AmeriCorps Member Positions

Identify the number of Education Award members you are requesting by category (i.e., full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS funded living allowance.) **Leave all other columns blank.** The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. Amounts of fixed awards are based on the member service years which are calculated as follows:

Member	Positions Calculation	MSY
_____ Full-time (1700 hours)	(_____ members x 1.000)	= _____
_____ 1-Year Half-time (900 hours)	(_____ members x 0.500)	= _____
_____ Reduced half-time (675 hours)	(_____ members x 0.375)	= _____
_____ Quarter-time (450 hours)	(_____ members x 0.250)	= _____
_____ Minimum-time (300 hours)	(_____ members x 0.200)	= _____
Total MSY		_____

Under "Calculation," you will enter the calculation for your grant request. Applicants may request up to \$800 per member service year (MSY). Display your calculation in the following format: Type the total amount requested in the "Total Amount" and "CNCS Share" columns. Leave the "Grantee Share" blank.